



**2014 Organizational Meeting Agenda  
October 28, 2014  
9:00 A.M.**

- A. CALL TO ORDER – Chief Administrative Officer (CAO)
- B. OFFICIAL OATH OF COUNCILLORS
- C.
  - i. ELECTION OF REEVE AND OFFICIAL OATH  
(Reeve will take the Chair)
  - ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH
- D. SIGNING AUTHORITY
- E. MEETING DATES
- F. APPOINTMENTS TO BOARDS AND COMMITTEES
  - i. Group A
  - ii. Group B
  - iii. Group C
  - iv. Group D
  - v. Members- At-Large Application Letters
- G. APPOINTMENT OF COUNCIL STANDING COMMITTEES
  - i. Agenda and Priorities Committee
  - ii. Intermunicipal Collaboration Committee
  - iii. CAO Performance Evaluation Committee
  - iv. Pest and Weed Control Appeal Board
  - v. Clearwater Regional Fire Rescue Services Board
  - vi. Caroline HUB Committee
  - vii. Rocky Mountain House Arena Expansion Concept Committee
  - viii. Community Peace Officer Service Level Review Committee
- H. APPOINTMENT OF DIRECTOR – CAAMDC
- I. APPOINTMENT OF FIRE GUARDIANS
- J. ADJOURNMENT

**Group A - This group has a heavy work commitment and a high profile.**

1. Agricultural Service Board
2. Municipal Planning Commission
3. Rocky Mountain Regional Solid Waste Authority
4. Subdivision/Development/Environmental Review Appeal Board
5. Red Deer River Watershed Alliance
6. North Saskatchewan River Watershed Alliance

**Group B - Heavy work commitment and less of a direct link to County.**

7. Rocky Senior Housing Council
8. Rocky Mountain House Airport Commission
9. Clearwater County Heritage Board
10. Common Ground Pow Wow Committee

**Group C - Short term and less workload.**

11. Forestry Advisory Committees
  - a. West Frazer Timber Advisory Group
  - b. Weyerhaeuser Forestry Advisory Committee
12. Inter-municipal Development Plan Committee

**Group D - Less direct involvement with the County.**

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| 13. Library Boards <ol style="list-style-type: none"><li>a. Caroline Municipal Library Board</li><li>b. Rocky Mountain House Library Board</li><li>c. Parkland Regional Library Board</li></ol>   | 25. North Saskatchewan River Park                        |
| 14. Recreation Boards <ol style="list-style-type: none"><li>a. Caroline and District Recreation and Agricultural Society</li><li>b. David Thompson Recreation Board</li><li>c. Nordegg Community Association</li><li>d. Rocky and District Recreation, Parks, and Culture Board</li></ol> | 26. West Central Stakeholder Group                       |
| 15. Land Conservation and Reclamation Council   | 27. Southern East Slopes Municipal/Provincial Task Force |
| 16. Clearwater Regional Family and Community Support Services   | 28. Bighorn Back Country Standing Committee              |
| 17. Rocky R.C.M.P. Community Advisory Committee   | 29. Interbasin Water Coordinating Committee              |
| 18. Sundre R.C.M.P. Community Advisory Committee  | 30. West Country Drug Coalition                          |
| 19. Rocky Mtn. House Museum and Visitor Center Boards   | 31. Physician Recruitment and Retention Committee        |
| 20. Central Alberta Economic Partnership (CAEP)   | 32. Ag. Recreation Committee                             |
| 21. Sundre Petroleum Operators Group (SPOG)   | 33. School Resource Officer (SRO) Committee              |
| 22. Development Node Planning Committee   | 34. Red Deer River Municipal Users Group                 |
| 23. Clearwater Regional Emergency Management Committee  | 35. Rocky Nordegg Trail Steering Committee               |
| 24. Mayor/Reeve Meetings  | 36. Community Futures                                    |
|   | 37. Parkland Airshed Management Zone                     |
|   | 38. Rocky Mountain House Hospital Committee              |
|   | 39. Active, Creative, Engaged (ACE) Community Committee  |
|   | 40. Rocky Community Learning Council                     |

## **B. OFFICIAL OATH OF COUNCILLORS**

**Background:** Section 156 of the Municipal Government Act states that a Councillor may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

### **C-i. ELECTION OF REEVE AND OFFICIAL OATH (Reeve will then take the chair)**

**Background:** Section 150 (2) of the Municipal Government Act states that the Chief Elected Official of a municipality is to be appointed by Council from among the Councillors' unless the Council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality. No By-law has been passed.

#### **Recommendation:**

That the Council conduct an election for the purpose of electing a Reeve in accordance with the following process:

- a) The CAO will conduct the election for Reeve.
- b) The CAO will call for nominations three times for the position of Reeve. It will not be necessary for seconders for any nominations.
- c) A motion will be required for nominations to cease.
- d) In the event there is more than one nomination, voting will be done by ballot.
- e) The ballots will be counted by the CAO and one other staff.
- f) The CAO will announce the person elected as Reeve but will not disclose the vote count.
- g) In the event of a tie vote the CAO will place the names in a "Hat" and draws one name that shall be declared the winner of the election. Again, the CAO will not disclose there was a tie vote.
- h) Immediately after the announcement of the election results a motion will be required to destroy the ballots. As well, the Municipal Government Act requires Council to pass a resolution to confirm the secret ballot.
- i) After the declaration of the Reeve, the Chair will be turned over to the Reeve.

### **C-ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH**

**Background:** The Municipal Government Act, Section 152 (1) states that a council must appoint one or more councillors' as deputy chief elected official so that:

- a) Only one Councillor will hold that office at any one time, and
- b) The office will be filled at all times.

#### **Recommendation:**

A similar procedure will be followed as in the previous election except that the newly elected Reeve will call for nominations and the required motions. The CAO and staff member will count ballots and announce the results.

## **D. SIGNING AUTHORITY**

Present Policy: That the Reeve, Deputy Reeve, CAO, Director of Corporate Services or Director of Planning may be the signing authority for the next year.

## E. MEETING DATES

Section 193 (1) allows Council to set dates for regular meetings without public notification of each meeting. All Councillors must be at the meeting for setting the day, hour and place.

Present Policy: That regular meetings be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month in the County Office in Rocky Mountain House.

These meetings will be called at the hour of 9 o'clock a.m.

## F. APPOINTMENTS TO BOARDS AND COMMITTEES

The various Committee and Board appointments have been placed in groups, primarily dependent upon the workload and responsibility. It is suggested that Council consider these appointments in this order:

### Group A

#### 1. Agricultural Service Board (ASB)

- Serves as an advisory body to Council and residents on all matters pertaining to agriculture with monthly meetings held on the 3<sup>rd</sup> Friday.
- Contact: Director of Agricultural Services and Landcare (Matt Martinson)
- Council/member at large appointments take effect immediately.
- Present appointees are Councillors Greenwood and Duncan.

- **Motion – Agricultural Service Board – Two Council Appointments**

Member at Large Appointments (Five Members):

- The ASB Act provides for the appointment of members at large and Council appoints five members at large in order to better address agricultural concerns.
- Policy adopted by Council states that members will be appointed for a four year term.
- The Chairman is selected from among the members and the appointment is then ratified by Council.
- Present appointees are:
  - Ken Pattison (2010 – expires 2014)
  - Norman Rose (2011 – expires 2015)
  - Rennie Klugist (2012 – expires 2016)
  - John Follis (2013 – expires 2017)
  - Jodie Bignell (2014 – expires 2018)
- Members are appointed for a four year term effective November 1.
- One position was advertised.
  - **Deryl Camps** (F.v.-1) advised that he is interested in serving on this board.
  - **Victor Penner** (F.v.-2) advised that he is interested in serving on this board.
  - **Aaron Terpsma** (F.v.-3) advised that he is interested in serving on this board.
- **MOTION – Agricultural Service Board – One Member at Large Appointment Four Year Term – November 1, 2014 to October 31, 2018**

## 2. **Municipal Planning Commission**

- Purpose is to be an advisory committee for development, rezoning, and acts as the decision making body for subdivisions.
- This Board typically meets once per month (2<sup>nd</sup> Thursday) beginning at 9:00 a.m.
- Contact: Development Officers Eleanor Pengelly and Holly Bily
- The By-law states that at least two members must be Councillors.
- Present appointees are Councillors Graham, Laing and Vandermeer.

### ○ **MOTION – Municipal Planning Commission – Three Council Appointments**

Member at Large Appointments (Two Members):

- Present appointees are:
  - Michelle Swanson (appointed 2013)
  - Wayne Delbeke (appointed 2013).
- Members are appointed for a one year term effective November 1.
- Two positions were advertised.
  - [Michelle Swanson](#) (F.v.-4) advised that she is interested in serving another term.
  - [Greg Brownlee](#) (F.v.-5) advised that he is interested in serving on this committee.
  - [Bob Bryant](#) (F.v.-6) advised that he is interested in serving on this committee.
  - [Kelly Spongberg](#) (F.v.-7) advised that he is interested in serving on this committee.

### ○ **MOTION – Municipal Planning Commission – Two Member at Large Appointments One Year Term – November 1, 2014 to October 31, 2015.**

## 3. **Rocky Mountain Regional Solid Waste Authority**

- This Board is a joint venture between the Town of Rocky Mountain House, the Village of Caroline and the County and meetings are held monthly (2<sup>nd</sup> Thursday in the evening).
- Contact: Curran Chronik (845-4127)
- Present appointees are Councillors Alexander, Graham and Maki.

### ○ **MOTION – Waste Authority – Three Council Appointments**

## 4. **Subdivision/Development/ Environmental Review Appeal Board**

- Purpose is to provide an appeal mechanism for developments/subdivisions and environmental clean-up orders.
- This Board typically meets on average five times per year.
- Contact: Director of Planning (Rick Emmons)
- As per Bylaw 529/96 Council is to appoint the Chairman and Vice-Chairman of the Board annually by resolution.
- Present appointees are Councillors Duncan, Maki and Councillor Greenwood as Alternate.
- Present Chairman is Councillor Duncan and present Vice-Chairman is Councillor Makik.

### ○ **MOTION – Subdivision/Development/Environmental Review Appeal Board – Two Council Appointments and One Alternate**

- **MOTION – Subdivision/Development/Environmental Review Appeal Board – Chairman and Vice-Chairman Appointments**

Member at Large Appointments (Three Members/Two Alternate):

- Present appointees are:
  - Stan Johnson (appointed 2013).
  - John Rimmer (appointed 2013).
  - Syd Loepky (appointed 2013) Alternate Member.
- Members are appointed for a one year term effective November 1.
- Five positions were advertised. (3 Members/2 Alternate)
  - Stan Johnston (F.v.-8) advised that he is interested in serving another term.
  - John Rimmer verbally advised that he is interested in serving another term.
  - Kelly Spongberg verbally advised that he is interested in serving on this board.
  - Greg Brownlee (F.v.-5) advised that he is interested in serving on this board.
- **MOTION - Development/Subdivision/Environmental Review Appeal Board – Three Member at Large Appointments and Two Alternate One Year Term – November 1, 2014 to October 31, 2015.**

#### 5. **Red Deer River Watershed Alliance**

- In April 2005, the County appointed a member of Council to sit on the Red Deer River Watershed Alliance which meets monthly.
- Contact: Gerard Aldridge, Manager, 340-7379
- Present appointee is Councillor Graham.
- **MOTION – Red Deer River Watershed Alliance – One Council Appointment**

#### 6. **North Saskatchewan River Watershed Alliance**

- In February 2006, the County appointed a member of Council to sit on the North Saskatchewan River Watershed Alliance which meets monthly.
- Present appointee is Councillor Alexander.
- **MOTION – North Saskatchewan River Watershed Alliance – One Council Appointment**

### **Group B**

#### 7. **Rocky Senior Housing Council**

- Purpose is to provide policy guidelines for senior housing in the area.
- The Board meets once per month (3<sup>rd</sup> Wednesday evening).
- Contact: Cathy Snyder (845-3588).
- Present appointees are Councillors Graham and Laing.
- **MOTION – Rocky Senior Housing Council – Two Council Appointments**

Member at Large Appointment (One Member):

- Present appointee is:
  - Phyllis McNutt (appointed in 2013).
- Member is appointed for a one year term effective November 1.
- One position was advertised.

- Phyllis McNutt (F.v.-9) advised that she is interested in serving another term.
- Marjorie Peters (F.v.-10) advised that she is interested in serving on this committee.
- **MOTION – Rocky Senior Housing Council – One Member at Large Appointment One Year Term – November 1, 2014 to October 31, 2015.**

#### **8. Rocky Mtn. House Airport Commission**

- This Board is a joint venture between the Town and County and meetings are held as necessary.
- Contact: Sue Wood (845-2866)
- Present appointees are Councillor Vandermeer and Alexander.

- **MOTION – Airport Commission – Two Council Appointments**

#### **9. Clearwater County Heritage Board**

- This advisory board, formed in 2014 to replace the disbanded Nordegg Historical Society, will advise Council on matters relating to the Brazeau Collieries Mine Site, the Nordegg Heritage Centre Museum and Visitor Information Services, and the Municipal Heritage Program.
- Meetings tentatively scheduled on the 3<sup>rd</sup> Thursday of the month.
- Contact: Amanda Rodriguez, Clearwater County Heritage Coordinator

- **MOTION – Clearwater County Heritage Board – Two Council Appointments**

Member at Large Appointment (Five Members):

- Members are appointed as follows:
  - 1 – one year term, effective November 1 2014 – October 31, 2015
  - 2 – two year term, effective November 1 2014 – October 31, 2016
  - 2 – four year term effective November 1 2014 – October 31, 2018
- Five positions were advertised.
  - Robin Montgomery (F.v.-11) advised that she is interested in serving a one or two year term on this committee.
  - Alan Marshall (F.v.-12) advised that he is interested in serving on this committee.
  - Deborah Nelson (F.v.-13) advised that she is interested in serving on this committee.
  - Michelle Swanson (F.v.-14) advised that she is interested in serving on this committee.
  - Marla Zapach (F.v.-15) advised that she is interested in serving on this committee.

- **MOTION – Clearwater County Heritage Board – One Member at Large Appointment One Year Term – November 1, 2014 to October 31, 2015.**

- **MOTION – Clearwater County Heritage Board – Two Members at Large Appointments Two Year Term – November 1, 2014 to October 31, 2016.**

- **MOTION – Clearwater County Heritage Board – Two Members at Large Appointments Four Year Term – November 1, 2014 to October 31, 2018.**

**10. Common Group Pow Wow Committee**

- Present appointee is Councillor Duncan and Councillor Vandermeer as Alternate.
- **MOTION – Common Ground Pow Wow Committee – One Council Appointment and One Alternate Appointment**

**Group C**

**11. Forestry Advisory Committees**

**a) West Frazer Timber Advisory Committee**

- The purpose of this Committee is to advise West Frazer on the forest management plans - meets as required.
- Contact: Tom Daniels (403-638-6211)
- Present appointee is Councillor Graham and Councillor Vandermeer as Alternate.

- **MOTION – West Frazer Timber – One Council Appointment and One Alternate Appointment**

**b) Weyerhaeuser Forestry Advisory Committee**

- The purpose of this Committee is to provide input on forest management operations - meets as required.
- Present appointee is Councillor Duncan and Councillor Alexander as Alternate.

- **MOTION – Weyerhaeuser – One Council Appointment and One Alternate Appointment**

**12. Inter-Municipal Development Plan Committee**

- The purpose of this Committee is to review the Inter-Municipal Plan established with the Town of Rocky Mountain House for a three mile fringe area.
- This Plan was adopted in 1991 and is to be reviewed every three years.
- Present appointees are Councillors Alexander, Maki and Duncan.

- **MOTION – Inter-Municipal Plan Committee – Three Council Appointments**

**Group D**

**13. Library Boards**

**a) Caroline Municipal Library Board**

- This Board meets the first Monday of November, February, April, June, and October at 7:00 p.m. at the Library.
- Contact: Amanda Archibald (722-4060)
- Present appointee is Councillor Graham.



○ **MOTION – Caroline Library – One Council Appointment**

Member at Large Appointment (One Member):

- Present appointee is:
  - Sheryl Holmstrom (expires October 31, 2016).
- Member is appointed for a three year term effective November 1.

**b) Rocky Mountain House Municipal Library Board**

- This Board meets once per month (3<sup>rd</sup> Wednesday evening) at the Public Library.
- Contact: Cathie McDonald (845-2042).
- Present appointee is Councillor Laing.

○ **MOTION – Rocky Mountain House Municipal Library Board - One Council Appointment**

Member at Large Appointments (Three Members):

- Present appointees are:
  - Marianne Cole (expires December 31, 2014)
  - Mike Day (expires December 31, 2015)
  - Mona Crocker (expires December 31, 2016)
- Members are appointed for a three year term effective January 1.
- One position was advertised.
  - **Bonnie Leaf** (F.v.-16) advised that she is interested in serving on this board.

○ **MOTION – Rocky Mountain House Municipal Library – One Member at Large Appointment Three Year Term – January 1, 2015 – December 31, 2017.**

**c) Parkland Regional Library Board**

- Purpose is to provide representation from the County to the central region on library issues.
- Contact: Ronald Sheppard (403-782-3850)
- Present appointee is Councillor Laing.

○ **MOTION – Parkland Regional Library Board - One Council Appointment**

**14. Recreation Boards**

**a) Caroline and District Recreation and Agricultural Society**

- Facilitates the operation of the Kurt Browning Arena Complex in Caroline, as well as acts as the review body for recreation grant funding to groups in the Caroline area.
- Meets 2<sup>nd</sup> Tuesday of the month except August.
- Contact: Debbie Northcott (722-3022)
- Present appointee is Councillor Graham and Councillor Vandermeer as Alternate.

○ **MOTION – Caroline and District Recreation and Agricultural Society – One Council Appointment and One Alternate Appointment**

Member at Large Appointment (One Member):

- Present appointee is:
  - John Rimmer (expires July 4, 2015).
- Member is appointed for a two year term effective November 1.

- b) David Thompson Recreation Board**
- This Board meets once per month (1<sup>st</sup> Thursday at 7:30 p.m.) at the David Thompson High School.
  - Contact: Cassie Whitecotton (403-352-4335)
  - Present appointee is Councillor Greenwood and Councillor Maki as Alternate.
- **MOTION – David Thompson Recreation – One Council Appointment and One Alternate**
- c) Nordegg Community Association**
- This Board meets monthly at the Nordegg Community Hall.
  - Contact: Rich Hull (403-721-2347)
  - Present appointee is Councillor Laing.
- **MOTION – Nordegg Community Association – One Council Appointment**
- d) Rocky Mountain House and District Recreation, Parks and Culture Board**
- This Board meets once per month (1<sup>st</sup> Wednesday at 7:30 p.m.) in the Town Recreation Office.
  - Present appointee is Councillor Duncan and Councillor Laing as Alternate.
- **MOTION – Rocky and district Recreation, Parks and Culture Board – One Council Appointment and One Alternate**

Member at Large Appointments (Two Members):

- Present appointees are:
    - Phyllis Loewen (expires December 31, 2014)
    - Shannon Matchett (expires December 31, 2015)
  - Members are appointed for a three year term effective January 1.
  - One position was advertised.
    - Phyllis Loewen (F.v.-17) advised that she is interested in serving another term on this board.
    - Michelle Swanson (F.v.-18) advised that she is interested in serving on this board.
- **MOTION – Rocky and District Recreation, Parks and Culture Board – One Member at Large Appointment Three Year Term – January 1, 2015 – December 31, 2017.**

**15. Land Conservation and Reclamation Council**

- Purpose is to inspect well sites, pipelines, etc. in terms of reclamation.
  - This involves one to five days per year, depending on the amount of reclamation work that is being done in the area.
  - Present appointee is Director of Agricultural Services and Landcare (Matt Martinson).
- **MOTION – Land Conservation and Reclamation - One Member at Large Appointment**

**16. Clearwater Regional Family and Community Support Services Board**

- This Board is a joint Board between the County, Village of Caroline and Town of Rocky Mountain House - meets 2<sup>nd</sup> Wednesday of each month.
- Contact: Tracy King, Manager (845-3720).
- Present appointees are Councillors Duncan and Laing.

**○ MOTION – Clearwater Regional Family and Community Support Services Board – Two Council Appointments**

Member at Large Appointments (One Member):

- Present appointee is:
  - Mona Crocker (expires October 31, 2016)
- Member is appointed for a three year term effective November 1.

**17. Clearwater Community Police Advisory Committee (CCPAC) (formerly Rocky R.C.M.P. Community Advisory Committee)**

- This Committee develops goals/identifies problems that exist in the community – meets 2<sup>nd</sup> Wednesday of the month except July/August.
- Contact: Staff Sgt. Bill Laidlaw (845-2881)
- Present appointee is Councillor Greenwood.

**○ MOTION – Rocky R.C.M.P. Community Advisory Committee – One Council Appointment**

**18. Sundre R.C.M.P. Community Advisory Committee**

- This Committee develops goals and identifies problems that exist in the community and take on the responsibility of resolving local problems - meets on an irregular basis.
- Contact: Staff Sgt. Jim Lank (638-3675)
- Present appointee is Councillor Graham.

**○ MOTION – Sundre R.C.M.P. Community Advisory Committee – One Council Appointment**

**19. Rocky Mountain House Museum and Visitor Center Boards**

- These Boards coordinate activities within the Center between the Museum Board, Chamber of Commerce, and Visitor Center Board - meets two to three times per year.
- Contact: Melissa Duhamel (403- 845-2332)
- Present appointees are Councillors Maki and Laing.

**○ MOTION - Rocky Museum and Visiting Center Boards – Two Council Appointments**

**20. Central Alberta Economic Partnership**

- Regional economic development alliance made up of 42 members and 14 associate members.
- Primary goal is to cultivate, advocate and market the collective voice of the region.
- Appointment includes position on the Howse Pass sub-committee
- Meets approximately once every two months.
- Present appointee is Councillor Vandermeer and Councillor Alexander as Alternate.

**○ MOTION – Central Alberta Economic Partnership - One Council Appointment and One Alternate Appointment**

Member At Large Appointment (One Member):

- Present appointee is:
  - o Michelle Swanson (expires October 31, 2014)
- Member is appointed for a one year effective November 1.
- One position advertised.
  - o Michelle Swanson (F.v.-19) advised that she is interested in serving another term on this board.
  - o Robert Haagsma (F.v.-20) advised that he is interested in serving on this board.
- o **MOTION – Central Alberta Economic Partnership – One Member at Large Appointment – One Year Term November 1, 2014 to October 31, 2015**

**21. Sundre Petroleum Operators Group (SPOG) – SPOG Community Affairs Committee**

- This Committee was formed by industry operating in Caroline/Sundre area to improve industry-community relations – meets bimonthly.
- Present appointee is vacant (Council motioned at the 2013 Organizational Meeting that the position remain vacant for the 2013 – 2014 term)

- o **MOTION – Sundre Petroleum Operators Group Community Affairs Committee – One Council Appointment**

**Sundre Petroleum Operators Group (SPOG) Board of Directors**

- Present appointee is Councillor Graham.

- o **MOTION – Sundre Petroleum Operators Group Board of Directors – One Council Appointment**

**22. Development Node Planning Committee**

- This Committee has the responsibility of developing more detailed plans to direct development in the nodes. The nodes were established along Highway No. 11 to accommodate tourism development near Nordegg - meets on an irregular basis.
- The Committee is comprised of members of government, Director of Planning (Rick Emmons) and one Council representative.
- Present appointee is Councillor Duncan.

- o **MOTION - Development Node Planning Committee – One Council Appointment**

**23. Clearwater Regional Emergency Management Committee (CREMA)**

- This Committee is comprised of representatives from the Town of Rocky Mountain House, Village of Caroline and County. The Committee has the responsibility of advising the three Councils on the development and maintenance of the emergency response plan and programs for the region - meets as required.
- The Committee is comprised of elected officials from the Town (2), County (2) and Village (1).
- Contact: Ron Leaf, Director (845-4444)
- Present appointees are Councillors Vandermeer, Alexander and Councillor Graham as Alternate.

- o **MOTION – Clearwater Regional Emergency Management Committee – Two Council Appointments and One Alternate Appointment**

**24. Mayor/Reeve Meetings**

- The Central Alberta Mayors/Reeves meet a couple of times per year to facilitate dialogue between urban and rural neighbors in an effort to better understand current issues.
- Present appointees are the Reeve (Alexander) and Deputy Reeve (Graham).

- **MOTION – Mayor/Reeve Meetings - Appointment**

**25. North Saskatchewan River Park Advisory Committee**

- In March, 2002 a Steering Committee was formed for the North Saskatchewan River Park (NSRP) to undertake the planning and development of NSRP.
- Present appointees are Councillors Alexander and Duncan.

- **MOTION – North Saskatchewan River Park Advisory Committee – Two Council Appointments**

**26. West Central Stakeholders Group**

- This Committee was formed by industry/public to improve industry/community relations regarding oil and gas issues - meets 1<sup>st</sup> Tuesday of the month except July/August.
- Contact: Rick Anderson (403-847-8086)
- Present appointee is Councillor Vandermeer.

- **MOTION – West Central Stakeholders Group – One Council Appointment**

**27. Southern East Slopes Municipal/Provincial Task Force**

- Task Force was formed to allow eastern slope municipalities input into the preservation and protection of the Green Area along the Eastern Slopes which are within their municipal boundaries - meets on an irregular basis.
- Present appointees are Councillors Alexander and Duncan.

- **MOTION – Southern East Slopes Municipal/Provincial Task Force – Two Council Appointments**

**28. Bighorn Backcountry Standing Committee**

- In 2003 Alberta Sustainable Resource Development (ESRD) developed standing committee, in accordance with the Bighorn Backcountry Access Plan, to assist with on-going planning and managing of access in the Bighorn Backcountry - meets two to four times per year.
- Contact: ERSR (845-8347)
- Present appointees are Councillor Duncan and Councillor Greenwood as Alternate.

- **MOTION – Bighorn Backcountry Standing Committee – One Council Appointment and One Alternate Appointment**

**29. Interbasin Water Coordinating Committee**

- In December, 2006, the County appointed a member of Council to sit on the Interbasin Water Coordinating Committee to provide representation on advisory councils for watershed planning on the South Saskatchewan River Basin, River Sub-basin, and Alberta Environment.
- Contact: Bev Anderson, Manager, 340-7379
- Present appointee is Councillor Graham.

- **MOTION – Interbasin Water Coordinating Committee – One Council Appointment**

**30. West Country Drug Coalition**

- In May, 2006, the County appointed a member of Council to sit on the West Country Drug Coalition to liaison between the Citizen Committee and Council.
- Contact: Town of Rocky Mountain House (845-2866)
- Present appointee is Councillor Lainq.

- **MOTION – West Country Coalition – One Council Appointment**

**31. Physician Recruitment and Retention Committee**

- In May, 2007, the County appointed two Council members and two Members at Large - meets on a monthly basis (except in summer).
- Purpose is to provide policy governance for attracting and retaining physicians to the area.
- Present appointees are Councillors Alexander and Vandermeer.

- **MOTION - Physician Recruitment and Retention Committee – Two Council Appointments**

Member at Large Appointments (Two Members):

- Present Appointees:
  - Rose Wymenga (appointed 2013)
  - Dan Burger (appointed 2013)
- Members are appointed for a one year term effective November 1.
- Two positions were advertised.
  - [Rose Wymenga](#) (F.v.-21) advised that she is interested in serving another term on this committee.
  - [Dan Burger](#) (F.v.-22) advised that he is interested in serving another term on this committee.

- **MOTION - Physician Recruitment and Retention Committee -Two Member at Large Appointments One Year Term November 1, 2014 to October 31, 2015**

**32. Ag. Recreation Committee  
(formerly Ag. Fieldhouse Committee)**

- Present appointees are Councillor Maki, Alexander and Duncan.

- **MOTION – Ag. Recreation Committee – Three Council Appointments**

- 33. School Resource Officer Committee**
- Meets once or twice per year.
  - Present appointees are Councillor Greenwood and Councillor Duncan as Alternate.
- **MOTION – School Resource Officer Committee – One Council Appointment and One Alternate Appointment**
- 34. Red Deer River Municipal Users Group**
- Present appointee is Councillor Graham.
- **MOTION – Red Deer River Municipal Users Group – One Council Appointment**
- 35. Rocky – Nordegg Trail Steering Committee**
- Present appointee is Councillor Duncan and Councillor Maki as Alternate.
- **MOTION – Rocky-Nordegg Trail Steering Committee – One Council Appointment and One Alternate Appointment**
- 36. Community Futures – Central Alberta**
- Meets as required.
  - Present appointee is Councillor Maki.
- **MOTION – Community Futures – One Council Appointment**
- 37. Parkland Airshed Management Zone**
- Present appointee is Councillor Laing.
- **MOTION – Parkland Airshed Management Zone – One Council Appointment**
- 38. Rocky Mountain House Hospital Committee**
- Present appointees are Councillor Alexander and Vandermeer.
- **MOTION – Hospital Committee – Two Council Appointments**
- 39. Active, Creative, Engaged (ACE) Community Committee**
- Present appointee is Councillor Duncan.
- **MOTION – ACE Committee – One Council Appointment**
- 40. Rocky Community Learning Council (RCLC) Board of Directors**
- RCLC invites (F.iv.-1) a member from Council to serve on their Board of Directors as a communications liaison.
  - Their mission is to promote and provide affordable, accessible and quality life-long learning opportunities for adult learners.
  - Meets 2<sup>nd</sup> Tuesday of the month
  - Contact: Wende Olson (403-845-3276)
- **MOTION – Rocky Community Learning Council Board of Directors – One Council Appointment**

## **G. APPOINTMENT OF COUNCIL STANDING COMMITTEES**

### **i. Agenda and Priorities Committee**

- The purpose of the Agenda & Priorities Committee is to coordinate the long-range, high-level strategic activities of Clearwater County Council. The Agenda & Priorities Committee also reviews major policy decisions as required.
- Meets 3<sup>rd</sup> Monday January, April, June and September
- Present appointees are all of Council.

- **MOTION – Agenda and Priorities Committee – All of Council Appointment**
- **MOTION – Agenda and Priorities Committee Meeting Dates – 3<sup>rd</sup> Monday in January, April, June and September 2015**

### **ii. Inter-Municipal Collaboration Committee (ICC)**

- In 2012, Councils of the Town of Rocky Mountain House, Village of Caroline and Clearwater County joined a committee to look at opportunities of regional significance, such as wastewater facilities, and economic development - meets as required.
- Present appointees are Councillors Alexander and Graham and Councillor Maki as alternate.

- **MOTION – ICC – Two Council Appointments and One Alternate Appointment**

### **iii. CAO Performance Evaluation Committee – Motion Required (formerly CAO Appraisal Committee)**

- The purpose of this Committee is to provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities under the MGA Section 207.
- Present appointees are the Reeve (Alexander) and Deputy Reeve (Graham).
- Due to changes in the evaluation format, it is recommended that all of Council are appointed.

- **MOTION – CAO Performance Evaluation Committee – All of Council Appointments**

### **iv. Pest and Weed Control Appeal Board**

- The purpose of this Committee is to provide an appeal mechanism as per the provisions of the Agricultural Pests Act and the Weed Control Act.
- Present appointees are Councillors Alexander, Maki, Graham, Vandermeer and Laing. (5 Councillors not on the ASB).

- **MOTION – Pest and Weed Control Appeal Board – Five Council Appointments**

### **v. Clearwater Regional Fire Rescue Services Board**

- Present appointees are Councillors Alexander, Maki, and Vandermeer.

- **MOTION – Clearwater Regional Fire Rescue Services Board – Three Council Appointments**



**vi. Caroline HUB Committee**

***(formerly Caroline Complex Development Committee)***

- Present appointees are Councillor Vandermeer and Councillor Graham as Alternate.

- **MOTION – Caroline HUB Committee – Two Council Appointments**

**vii. Rocky Mountain House Arena Expansion Concept Committee**

- Present appointees are Councillors Duncan and Laing.

- **MOTION – Rocky Mountain House Arena Expansion Concept Committee – Two Council Appointments**

**viii. Community Peace Officer Service Level Review Committee**

- Project and Committee's mandate completed
- Present appointees are Councillors Alexander, Graham and Vandermeer.

- **MOTION – Community Peace Officer Service Level Review Committee – That Council dissolves the Community Peace Officer Service Level Review Committee**

**H. APPOINTMENT OF DIRECTOR – CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES**

- The CAAMDC consists of the central zone members of the AAMDC who meet twice yearly to review resolutions that are to be presented at the AAMDC conventions.
- The Director attends the two central zone meetings as well as the Director's meetings.
- Contact: Ron Leaf.
- Present appointees are the Reeve (Alexander) and Deputy Reeve (Graham) as Alternate.

- **MOTION – CAAMDC Director – One Council Appointment and One Alternate Appointment**

**I. APPOINTMENT OF FIRE GUARDIANS**

- In accordance with the Municipal Government Act and the Alberta Fire Code "Fire Guardian" means a person named, appointed or deemed a Fire Guardian. Essentially the Reeve, each councilor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district. RSA 2000 cF-19 s4;2003 c20 s6.

- Each year before March 1 the council of a municipal district shall appoint, for a term not exceeding one year, a sufficient number of fire guardians to enforce the Forest and Prairie Protections Act within the boundaries. "Fire Guardian" means a person named or appointed as Fire Guardian Pursuant to the Sec. 4 Forest and Prairie Protection Act (supra).
- Historically, Council appoints the Fire Chief and Deputy Chiefs as Fire Guardian(s) to enforce the provisions of the Forest and Prairie Protection Act (supra) within the boundaries of the County.
  - **MOTION – Council Appointment of 2015 Fire Guardians – Cammie Laird, Fire Chief; Paul Prevost and Ivan Dijkstra, Deputy Chiefs**

**J. ADJOURNMENT**